

**City of Chattanooga, TN**  
**Personnel Class Specification**

***CLASS CODE 0874***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: FIREFIGHTER**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform specialized/emergency work functions associated with responding to fire/medical emergency calls, fighting/suppressing fires, and providing first aid/CPR to sick/injured persons.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Responds to emergency calls for fire suppression, medical assistance, hazardous materials incidents, and other emergency situations; provides protection of life/property against fire; provides first aid/CPR for medical/trauma patients.

Maintains a state of readiness/preparation for emergency response; checks/maintains stock of equipment and supplies on fire vehicles and in fire station.

Suppresses, controls, and extinguishes fires.

Performs search, rescue, extrication of victims, and forcible entries; assists individuals from burning structures; ventilates smoke and gas from buildings; performs salvage and overhaul functions; assists with cleanup activities.

Positions and climbs ladders of various heights to access upper levels of buildings and to perform rescue operations.

Lays out and maneuvers fire hoses; covers property to prevent water damage; operates pumps and directs stream of water or chemicals onto fire; disconnects and rolls used hoses.

Mitigates spills and releases of hazardous materials; implements site safety and control plan; controls, contains and/or confines hazardous substances.

Establishes openings in buildings for entrance or ventilation.

Secures incident scenes; assists with crowd control.

Assists with fire investigations; gathers information for investigators; preserves evidence of arson; assists in identifying cause of fires.

Inspects buildings for pre-fire plans, fire hazards, and compliance with fire prevention ordinances.

Administers first aid and CPR to sick/injured persons; assesses nature and extent of illness/injury; takes, records, and monitors patient's vital signs.

Performs physical lifting techniques associated with moving patients between incident site, stretcher or ambulance.

Operates or utilizes various fire fighting and emergency medical equipment, tools, and supplies, which may include truck/pump apparatus, generator, air compressor, hoses, nozzles, connectors, hydrants, ladders, extinguisher, self-contained breathing apparatus, fans, extrication tools, chain saw, hydraulic tools, air lift bags, mechanic tools, axe, pry bar, rake, shovel, portable lights, battery charger, air monitoring equipment, blood pressure cuff, defibrillator, oxygen regulator, backboard, stethoscope, thermometer, diagnostic medical equipment, gauges, television, VCR, and radio communications equipment.

Re-loads equipment and apparatus following response to emergency calls; prepares apparatus for subsequent emergencies.

Performs general maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting/testing equipment, checking fluid levels, replacing fluids, refilling tanks, changing batteries, greasing equipment, washing/cleaning equipment, cleaning work areas, sanitizing medical contamination areas, and removing/disposing of bio-hazard waste; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Utilizes protective/safety equipment and monitors work environment to ensure safety of employees and other individuals.

Maintains inventory levels of departmental supplies; initiates orders for new or replacement materials.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, database, or other software programs.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares or completes various forms, reports, correspondence, logs, fire/medical incident reports, maintenance records, pre-fire plan drawings, supply orders, or other documents.

Receives various forms, reports, correspondence, orders, logs, schedules, medical records, pre-incident plans, maintenance records, drawings, maps, manuals, policies,

procedures, reference materials, training materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains current manuals, policies/procedures, bulletins, or map books for reference and/or review.

Communicates with supervisors, employees, dispatchers, other departments, law enforcement officials, hospital personnel, ambulance personnel, property owners/occupants, patients, family members, utility companies, civic organizations, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; responds to requests for service or assistance; returns calls as necessary.

Communicates effectively and coherently over radio channels while initiating and responding to radio communications.

Provides education to the public concerning fire safety and fire prevention; conducts tours of fire engines and station; attends fire drills, fire inspections, and pre-fire surveys.

Participates in department training activities.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends shift meetings, training sessions, workshops and seminars as appropriate.

### **ADDITIONAL FUNCTIONS**

Performs basic cleaning, laundry, housekeeping and repair tasks associated with maintaining fire station, grounds and related facilities, which may include cleaning station rooms, cleaning bathrooms, cleaning kitchen and appliances, washing windows, sweeping/mopping floors, mowing/edging grass, preparing meals, and disposing of trash; operates related equipment.

Provides assistance or coverage to other employees as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by vocational/technical training in fire fighting and emergency medical treatment programs; supplemented by 2 to 4 months previous experience and/or training involving fire fighting and basic emergency medical treatment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Tennessee Certified Fire Fighter certification.

Must possess and maintain valid Tennessee First Responder certification. Must possess and maintain valid Hazardous Materials Technician certification. Must possess and maintain a valid Tennessee Driver's License.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, hazardous materials, violence, disease, pathogenic substances, fire, smoke, heights, and confined spaces.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.